

Single-Part Motions/Applications For Trustees and Attorneys

This lesson shows the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of an Application to Employ filed by a Chapter 7 trustee. The same process can be applied to filing other types of single-relief motions or applications. See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief (i.e. motion for relief from stay and for abandonment of property).

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)

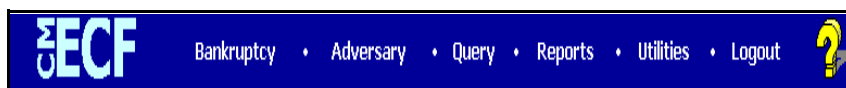


Figure 1

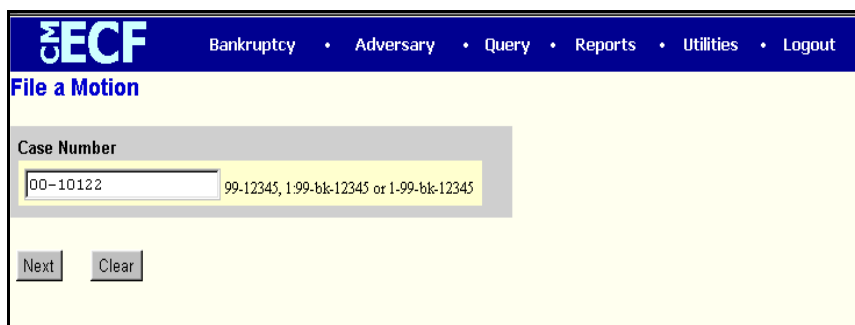
- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different. Menu selections are assigned by user permissions and vary by court.



Figure 2

- ◆ Click the Motions/Applications hyperlink.

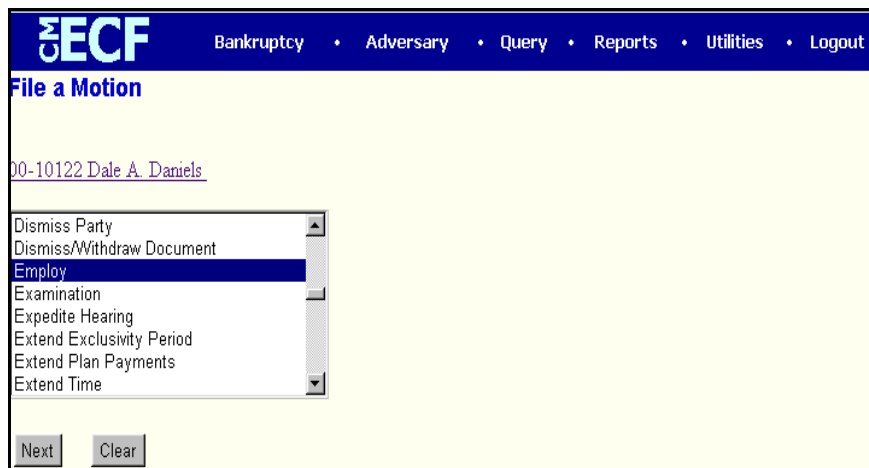
- STEP 3** Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. (See Figure 3.)



The screenshot shows the ECF 'File a Motion' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the title 'File a Motion' is displayed. A 'Case Number' label is positioned above a text input field containing '00-10122'. To the right of the input field, a placeholder text reads '99-12345, 199-bk-12345 or 1-99-bk-12345'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **DOCUMENT SELECTION** screen is displayed. (See Figure 4.)



The screenshot shows the ECF 'File a Motion' interface. The 'Case Number' field now displays '00-10122 Dale A. Daniels' in a purple, underlined format. Below this, a dropdown menu is open, showing a list of document types: 'Dismiss Party', 'Dismiss/Withdraw Document', 'Employ' (which is highlighted with a blue bar), 'Examination', 'Expedite Hearing', 'Extend Exclusivity Period', 'Extend Plan Payments', and 'Extend Time'. The 'Next' and 'Clear' buttons remain at the bottom.

Figure 4

- ◆ Scroll the **File a Motion** box to select the **Employ** relief.

NOTE: To locate your event quickly, type the first letter of the entry (**E** for **Employ**) and the highlight bar will immediately select the first event beginning with E.

- ◆ Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then be displayed. (See Figure 5.)

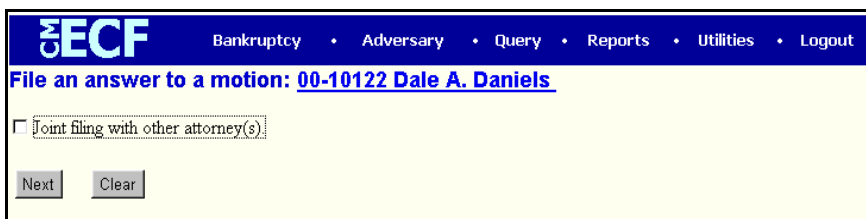


Figure 5

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)



Figure 6

- ◆ Locate and select the trustee in the **Party Selection** window. Click **[Next]** to continue.

- STEP 7** The **ATTORNEY/PARTY ASSOCIATION** screen may appear.
(See Figure 7.)

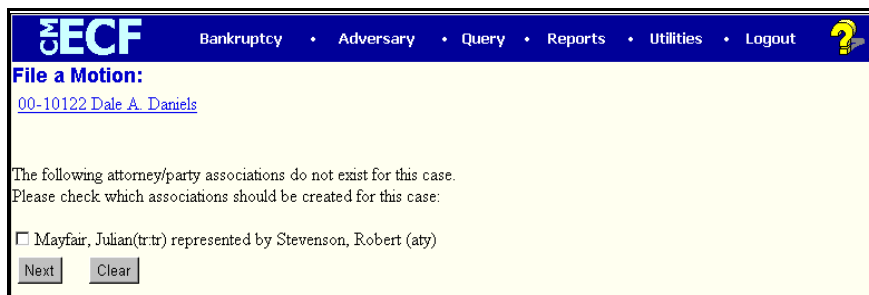
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "00-10122 Dale A. Daniels". The main content area has a yellow background and contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "Mayfair, Julian(tr.tr) represented by Stevenson, Robert (aty)". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 7

- ◆ This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

- STEP 8** The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8a.)

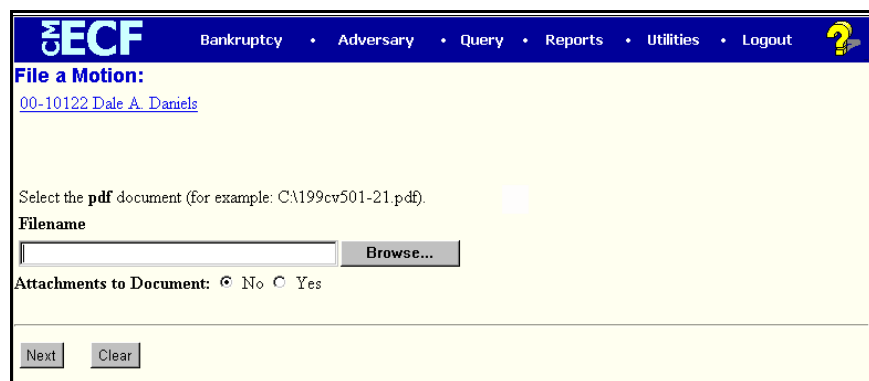
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "00-10122 Dale A. Daniels". The main content area has a yellow background and contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this text is a "Filename" label and a text input field. To the right of the input field is a "Browse..." button. Below the input field is the text "Attachments to Document: ☒ No ☐ Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

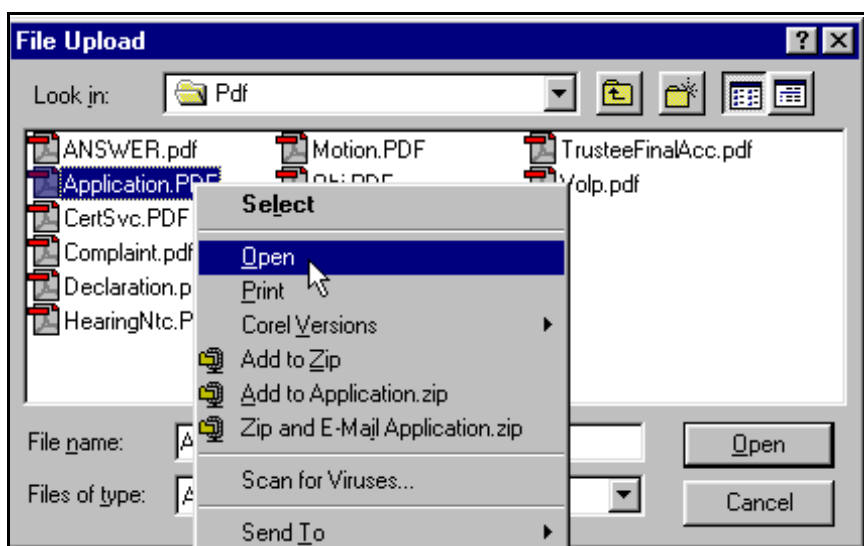


Figure 8b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See Figure 8c.)

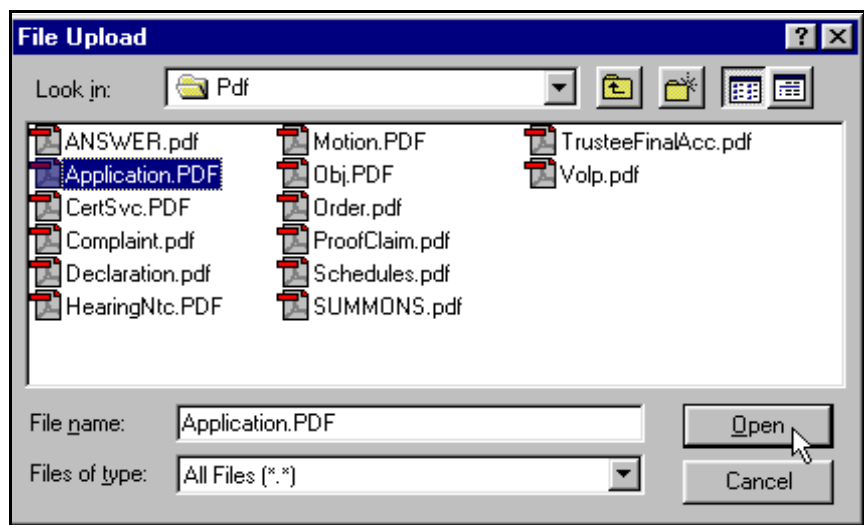


Figure 8c

- ◆ The **Attachment to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer again to Figure 8a.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]** to continue with the attachment process.

STEP 9 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 9.)

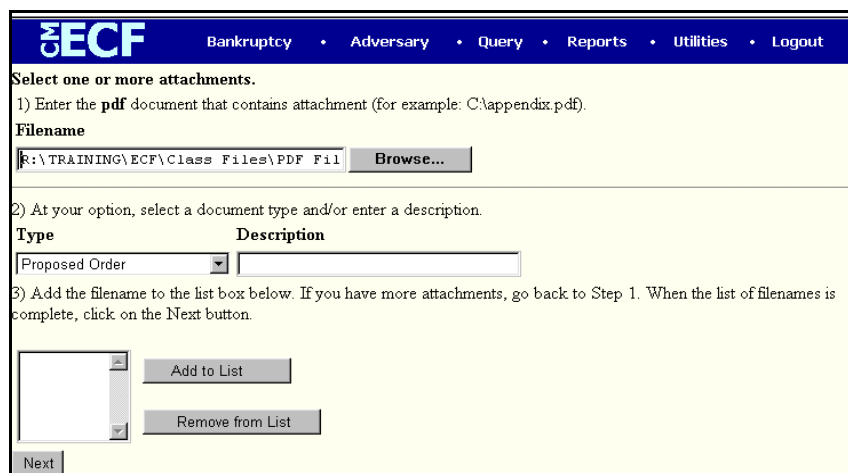


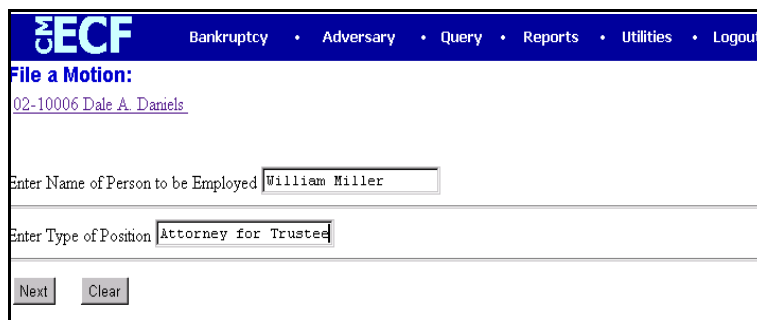
Figure 9

- ◆ There are three steps to the attachment process:
 1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Double-click the PDF file to select it.

- Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “x” in the control box in the upper right hand corner of the PDF document.
2. Select the appropriate document type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A “ to signify this is Exhibit A. This description goes into docket text.
 3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..
- ◆ Click **[Next]**.

STEP 10 A **DOCUMENT INFORMATION** screen displays next.
(See Figure 10.)

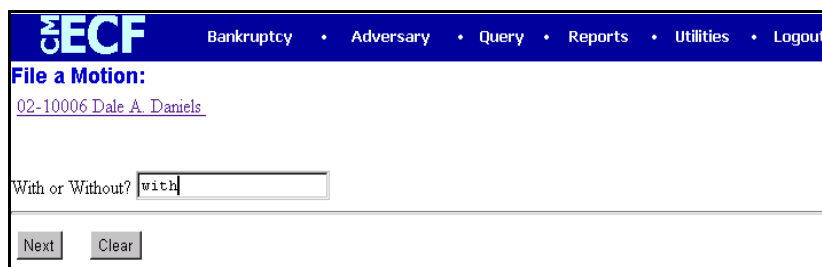
- ◆ The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.
- ◆ Click **[Next]** to continue.



The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is 'File a Motion:'. Underneath, there is a link '02-10006 Dale A. Daniels'. The main form area contains two text input fields. The first field is labeled 'Enter Name of Person to be Employed' and contains the text 'William Miller'. The second field is labeled 'Enter Type of Position' and contains the text 'Attorney for Trustee'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 10

STEP 11 The **Certificate of Service** screen will display with a text box to indicate whether the motion is being filed with or without certificate of service.
(See Figure 11.)



The screenshot shows the ECF system interface, similar to Figure 10. The header and navigation links are the same. The page title is 'File a Motion:'. Below it is the link '02-10006 Dale A. Daniels'. The main form area contains a single text input field labeled 'With or Without?' which contains the text 'with'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 11

- STEP 12** The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.
(See Figure 12.)

Figure 12

- Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- If necessary, add detail to the final text.
- Click **[Next]** to continue.

- STEP 13** The **FINAL APPROVAL** screen will appear. (See Figure 13.)

Figure 13

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If correct, click **[Next]**
- ◆ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the errors(s) and proceed with the event..
- To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.
-

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 14a.)



Figure 14a

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the application just filed.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case Title
- ◆ Case number hyperlink to docket sheet?
- ◆ Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document
- ◆ **Associated documents:**
 - ◆ Document description: Defaults to the Main Document being filed.
 - ◆ Original filename: Filer's full directory path from firm or court's PC or network.
 - ◆ Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
 - ◆ Document description: The first document that was entered on the attachment screen by the filer. (If any exist.)
 - ◆ Original filename: Filer's full directory path from the firm or court's hard drive or network.
 - ◆ Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.

◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.

◆ To print a copy of this notice click the browser **[Print]** icon.

◆ You may also save the notice through the browser **File/Save** option.

****NOTE TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports

- ◆ Trustee and Attorneys and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the Public Access to Electronic Records (**PACER**) system.

- ◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they will be accessing it through PACER using the screen below. (**See Figure 14b.**)

ECF PACER Login

Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Figure 14b

- NOTE:** Users must already be registered with the PACER system in order to have a login and password. The PACER login and password must not be confused with the court assigned CM/ECF login and password that's used for filing.
- ◆ A Transaction Receipt is provided at the end of each report that is printed by the PACER user. This information displays the number of billable pages that was printed.